Transparency in Government Act (TIGA) Reporting
Salary and Travel Data
Payments and Obligations Data

For FY 2015 Transparency in Government Act (TIGA) reporting requirements see the following information used in the process to submit data to the Department of Audits and Accounts for publishing to the http://open.georgia.gov website. TIGA reporting information is included for Salary/Travel data, as well as Payments and Obligations expenditure data.

The website to login for Salary/Travel, Payments and Obligations is
https://www.audits.ga.gov/auth

Data collected for FY 2015 will be published on the Open Georgia website no later than January 1, 2016.

Login and account access
If you had a login id and password from last year you can login to
https://www.audits.ga.gov/auth with your current login id and password. If your organization had an email domain change in the last year, please notify webmaster@audits.ga.gov of this change so that your login account can be altered. Also, if your organization knows of a staffing change since last year that would impact who needs access to these systems, please send notification to webmaster@audits.ga.gov   Once you login, you should see both the Salary/Travel application and the Payments/Obligations application if you are submitting for both applications.

Attached agencies
If you are responsible for submitting data for attached agencies, you will sign on with your primary email address and just request access to the attached agency. You will then submit the information for the attached agency under the attached agency's entity code.

Security Phrase for data encryption
Each year, the system will ask the user for a **new** security passphrase for that submission year for each submission file. You can use the same security phrase on all three submissions (Salary/Travel, Payments and Obligations) or you can have 3 different security phrases if 3 different users submit 3 different files.   This phrase will be used to encrypt the entity's confidential data and will be needed to view the EMPLOYEE ID / SSN / FEI field once the information is uploaded to the system.

SALARY AND TRAVEL DATA

The TIGA website for Salary/Travel data opens **July 13, 2015.** The deadline to submit Salary/Travel data is **August 31, 2015**.

Salary Amounts – As a general rule, the salary amount should include everything reported as compensation on the employee's Form W-2 Wage and Tax Statement. This includes, but is not limited to, salary, housing, subsistence, automobile and other allowances, salary supplements, bonuses, incentive plan payments, supplemental fringe benefits and employer paid deferred compensation payments except for the employer payments to the Supplemental Retirement Benefit Plan of the Employees' Retirement System of Georgia.

Salary/Travel file format
Note: Column headings are shown for illustration purposes only and should not be included in your file. This is only an example. The order of columns should be as follows:

Entity Code	Identifying number for employee	Last Name	First Name	Middle Initial **or** **Middle Name**	Suffix	Job Code or Non-Salaried Indicator Number	Total Salary Amount	Total Travel Amount
404	xxxxxxxxx	COX	BOBBY	A	JR	A1266		55.00
404	xxxxxxxxx	SMITH	M	WILLIS	JR	60101	45000.50	500.00
404	xxxxxxxxx	JACKSON	FRANK			A0048	100000.50	1500.00
404	xxxxxxxxx	BELL	CAROL	BROWN		99901		200.00
404	xxxxxxxxx	SMITH	SUE	L		99902		3456.00

Other information regarding record layout for Salary Travel

- The Last, First, Middle and Suffix information should be in separate columns. All names are requested in UPPERCASE.
- **Monetary amount fields – include decimal with two positions** but no commas or other formatting. Ex: 1234.33
- **Identifying number** – State PeopleSoft system entities should use employee ID which must be 8 numbers – **include leading zeros** if necessary and do not include dashes or alpha characters within the number. All other entities should use Social Security number which should be a 9 digit number. Replace the xxxxxxxxx in example above with either an 8 digit employee ID or 9 digit Social Security number.
- All Board members should be identified on the salary and/or travel report.

- Non-salaried indicators: Include this field (Non-Salaried Indicator) for cases where you have travel expense for persons with no salary. Please use one of the following codes to identify the situation: Use either an **A0048** for a "Board Member", **99901** for a "Former Employee", or **99902** for "Employed by Other State Organization".
- Job Code Description – you must use a state-approved "Job Code" which consists primarily of numbers and/or a leading letter and numbers if the individual received salary.
- Employee Count - We require a total count of employees on the payroll at June 30th. Please include this count along with the control totals.
- Travel should be submitted along with Salary. Travel payments should also be included in the Payments and Obligations submission. Therefore, travel will be included in both the Salary/Travel submission and in the Payments and Obligations submission.
- Users should submit a CSV (Comma Delimited File) to the Department of Audits TIGA reporting site. Please note that if you work with the CSV (Comma Delimited File) through Excel that you should make sure that the Employee ID/SSN/FEI column field is formatted as a text. This can be done by first opening XLS and then using the import data feature where you can assign the Employee ID/FEI column as text. If you open in Excel without importing, Excel will automatically drop the leading zeros from the field. If you open the file in Wordpad or Notepad or another text editor, you can verify that the leading zeros are formatted correctly.
- We will collect two control totals: **1)** total dollar amount submitted for total salaries and **2)** total dollar amount submitted for total travel.

PAYMENTS AND OBLIGATIONS DATA

The TIGA website for Payments and Obligations data opens **August 31, 2015.** The deadline to submit Payments and Obligations is **October 15, 2015**.

Example Payment file based on Payment date

Note: Column headings are shown for illustration purposes only and should not be included in your file. This is only an example. The order of columns should be as follows:

Entity Code	Reporting Fiscal Year	FEI #	Vendor Name	Payment Amt	SCOA Code	Funding Source
404	2015	xxxxxxxx	Name of Vendor1	51000.00	614026	FE
404	2015	xxxxxxxx	Name of Vendor2	25.55	614003	SO
404	2015	xxxxxxxx	Name of Vendor3	80000.00	616001	SO
404	2015	xxxxxxxx	Name of Vendor3	10002.45	651001	FE

Example Obligation file:

Note: Column headings are shown for illustration purposes only and should not be included in your file. This is only an example. The order of columns should be as follows:

Entity Code	Fiscal Year	FEI #	Vendor Name	Obligation Amount
404	2015	xxxxxxxx	Name of Vendor1	51000.00
404	2015	xxxxxxxx	Name of Vendor2	250.78
404	2015	xxxxxxxx	Name of Vendor3	80000.00
404	2015	xxxxxxxx	Name of Vendor4	4750.00
404	2015	xxxxxxxx	Name of Vendor5	1000.25
404	2015	xxxxxxxx	Name of Vendor6	65.93

Data Attributes for Payments and Obligations file layout

1. Entity Code - Organization identifier.
2. Reporting Fiscal Year – Fiscal year to which data applies. (i.e. 2015)
3. FEI # - Federal Employer Identification or other IRS assigned unique identifier, e.g. SSN or TIN. If FEI# not captured, vendor number may be accepted with approval from DOAA.
4. Vendor Name - Name the organization has on file for a specific vendor.
5. Obligation Amount - This includes all accounts payable items set up in fiscal year 2015 that are charged to the current year budget 2015. It would NOT include accounts payable items set up in fiscal year 2015 that belong to a prior budget year purchase order (obligation). In addition, the obligation amount includes purchase orders set up in fiscal year 2015 reduced by any associated accounts payable items (open purchase orders). The total accounts payable items plus the total open purchase orders comprise the total Obligation Amount. *Note: "Obligation Amount" under this attribute should only include Budget Year 2015 activity.* **Only appropriated entities should submit obligations.**
6. Payment Amount - Payments with a payment date of July 1, 2014 – June 30, 2015. Regarding **voids and reissues** - everything should be included and should not be eliminated or moved into another period. Therefore you may have some negative numbers. You may also have a zero dollar amount if a void or reissue cancels out a payment. Each entity can decide whether to submit the summary zero dollar payments or leave them out. We will not publish zero dollar payments.
7. SCOA code – State Chart of Accounts account number or School District Object

8. Funding Source – This serves as an identifier for any monies received through federal sources. Put an FE in for Federal expenditures/payments and put SO if State or Other expenditures/payments.

Data Rules for Payments and Obligations file
- Payments should have a payment date within the fiscal year and should include PCard payments made to Bank of America, not to a specific vendor.
- Summarize data by Vendor + SCOA + Funding Source.
- Colleges and universities should include Auxiliary Funds.
- College, Technical College and University should include all appropriated funds
- GSFIC Capital Project Fund should be included.
- Unemployment payments should be excluded.
- Obligation Amount – only applies to appropriated budget units.
- Professional Service Expenditures will also need to be included in the payment file.
- Travel Expenditures will also need to be included in the payment file.
- Leave the correct account number where salaries and benefits fall, as was done with other payments.
- When reference is made to as Non PeopleSoft state entities this means entities that are not Colleges, Universities, Local Boards of Education and RESAs.
- For State PeopleSoft and Non PeopleSoft entities, Salary account criteria is all accounts 501000 through 513000.
- For State PeopleSoft and Non PeopleSoft entities, Obligations account criteria is all accounts 500000 and above.
- For State PeopleSoft and Non PeopleSoft entities, Payments account criteria is Accounts 150000 thru 159999 (Prepaid and Inventories) and all accounts 500000 and above
- Non PeopleSoft state entities **must** follow the State's Chart of Accounts which can be found on the State Accounting Office website. http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_119684158,00.html
- If non PeopleSoft entities have a question about *a cross walk of their COA to the SCOA they can contact the Statewide Accounting and Reporting Group (SWAR) at* SAO_Reporting@sao.ga.gov *or contact the SWAR at 404-657-3956.*
- We will collect two control totals: **1)** total dollar amount submitted for total obligations and **2)** total dollar amount submitted for payment transactions.

For help, please email tigahelp@audits.ga.gov